



## **TECHNICAL ADVISOR - KABWE**

### **Job Announcement No. AID – 013 -16**

**OPEN TO:** All Interested Candidates

**POSITION:** Technical Advisors FSN-11

**OPENING DATE:** September 12, 2016

**CLOSING DATE:** September 23, 2016

**WORK HOURS:** Full-time; 40 hours/week

**SALARY RANGE:** FSN-11 (ZMK 347,426.09 p.a. — 539,664.14 p.a.)

#### **BASIC FUNCTION:**

This position is located in the newly-created USAID/Zambia Health Provincial Offices. The Technical Advisor position provides expert technical oversight and support at the site level (facility, community, district, and province) as needed to improve implementation of USAID-funded U.S. President's Emergency Plan for AIDS Relief (PEPFAR) activities. The incumbent will review program level implementation plans, and track overall progress in improving health status over time. S/he may be designated as Agreement or Contracting Officer Representative (A/COR) or Activity Manager for select USAID awards and government-to-government (G2G) agreements. S/he will support the technical staff serving as A/CORs from Lusaka and will review and monitor work plans and performance monitoring plans and provide timely feedback to the A/COR.

The Technical Advisor will conduct Site Improvement through Monitoring Systems (SIMS) and data quality assessments (DQA) visits. S/he will work with A/CORs to guide implementing partners, tracking progress against performance indicators as part of the Mission's Performance Monitoring Plan and semi-annual and annual portfolio review processes. The Advisor will work collaboratively with the GRZ to build local capacity on implementation of special initiatives (e.g. Accelerating Children's HIV/AIDS Treatment (ACT), Determined, Resilient, Empowered, AIDS-free, Mentored, and Safe (DREAMS), Saving Mothers, Giving Life (SMGL). S/he will work with the provincial technical leads for HIV and maternal and child health programs to plan and monitor implementation of activities within the province and ensure that USAID-supported activities are responsive to the national strategies for the areas.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **Program Management/Technical Oversight**

**(35%)**

- Oversees implementation of health funded activities and ensures that Implementing Partners (IPs) are in compliance with host-government agreements, and with the performance expectations outlined in their work plan and in their contract/agreement with the USAID Health Team. Based on personal observations, assessment reports, performance statistics, and other available data, makes programmatic recommendations to the designated A/COR and the Health Team.
- Ensures that IPs are in compliance with all relevant USAID regulations and procedures. Applies a specific and in-depth knowledge of applicable USG laws, legislative directives, and regulations.
- Provides expert technical guidance on HIV, maternal and child health and other related areas to IPs and GRZ counterparts; sharing state of the art program updates and providing support to translate these into action.
- Provides technical and programmatic guidance to implementing partners on linking HIV/AIDS activities with maternal and child health, family planning and reproductive health, and other Mission activities.
- Communicates current research and high impact practices to the PMO, DCMOs, and provincial technical leads.
- Reports and documents “success stories” and challenges from the provinces.
- Works collaboratively with the Government of the Republic of Zambia (GRZ) and builds capacity to implement special initiatives such as ACT, DREAMS, SMGL at the provincial level.

### **Monitoring and Evaluation**

**(30%)**

- In collaboration with the Health monitoring and evaluation (M&E) team and A/CORs, conducts field visits to monitor the activities of implementing partners within the province; tracks progress against program descriptions, implementation plans and annual work plans; assess progress and barriers to achievement, recommends action to A/COR for improvement or modifications to address problems, and documents and highlights results.
- Conducts SIMS visits to monitor capacity at facility, community and above-site levels to provide high-quality HIV/AIDS services in all program areas. Facilitates the use of these data and quality outcomes to improve services within the province.
- Performs DQAs on indicators related to the Health Team and perform routine project monitoring. Works with the Health M&E team and all A/CORs to ensure adequate site visits are taken.

## **Activity Management**

**(15%)**

- Serves as A/COR or an activity manager as determined by the Health Office Chief, providing day-to-day oversight, as well as strategic and technical input and direction on annual work plans and performance monitoring plans.
- Reviews financial and performance reports to ensure that partner(s) are in compliance with bilateral government agreements and with the performance expectations outlined in their work plan and contract/agreement(s) with USAID.
- Ensures compliance with PEPFAR, GHI, USAID regulations and host government agreements as they relate to the specific mechanisms managed.
- Maintains specific and in-depth knowledge of applicable USG laws and legislative directives, as well as regulations regarding allowable use of funds (e.g., family planning, HIV/AIDS).

## **Developing Linkages and Coordination**

**(20%)**

- Works collaboratively with technical staff under the Clinical Care and Communicable Diseases Specialists from the PHO to ensure activities implemented are well-aligned with the national priorities and strategies.
- Actively participates in PHO and DCMO technical, planning, and supervisory meetings to ensure alignment of activities.
- Perform other duties as assigned by Senior Technical Advisor.

## **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

**A. Education:** A Master's degree in development, social sciences, public health, health care management or other relevant field is required.

**B. Prior Work Experience:** At least five years of relevant experience in implementing public health programs in developing countries.

**C. Post Entry Training:** Through on-the-job training (formal, informal and self-taught), the Technical Advisor will become familiar with USAID systems and requirements of the overall Health portfolio. The Job holder will need COR/AOR training. S/he will obtain a clear understanding of USAID, PEPFAR, PMI, SMGL, GHI, FTF and other health initiative policies, procedures and regulations, including the Automated Directives System (ADS), Mission Orders, and the annual planning and reporting databases. Training in USAID implementation, auditing, and financial management will be provided as needed.

**D. Language Proficiency (level and specialization):** Level IV - excellent English communication skills, both oral and in written, are essential. Candidate must have the ability to present information, analysis, and recommendations in clear written and oral formats.

**E. Knowledge:** Sound knowledge of HIV/AIDS prevention, care and treatment, maternal and child health, and public health service delivery programs and systems in Zambia; and a good understanding of Zambian social, cultural and political contexts is required.

**F. Skills and Abilities:** 1) Demonstrated ability and experience in the conceptualization, design, management, and performance monitoring of complex development programs. 2) Excellent interpersonal skills, required to establish and maintain a wide range of working-level contacts with Health programs in government, non-governmental, and private-sector circles. 3) Demonstrated ability to work effectively within team and interagency environments. 4) Strong management and analytical skills to strategize, develop and implement effective USAID-supported Health programs. 5) Strong financial management and administrative skills used to track the performance of implementing partners. 6) Demonstrated ability to interpret, apply, and explain program policy, guidelines, regulatory directives and related guidance. 7) Demonstrated ability to organize and present information and to draft clear, concise documents. 8) Excellent computer skills, including ease in using database, word processing, spreadsheet, and presentation software applications and email.

## **POSITION ELEMENTS:**

**A. Supervision Received:** The Technical Advisor is directly supervised by the Senior Technical Advisor. Desired results are outlined in broad terms. Possible alternative approaches to achieve these results may be discussed, but the choice of alternatives is often left to the discretion of the employee. Problems of unusual difficulty or those not commonly associated with the professional specialization or activity are discussed and resolved as they arise. The Advisor's performance is periodically reviewed with regard to progress toward objectives, soundness, and effectiveness of decisions and actions, and conformance with policies and regulations.

**B. Supervision Exercised:** None

**C. Exercise of Judgment:** A variety of successful examples exist in the development and implementation of Health activities, but they do not always clearly indicate a course of action. As a result, experienced judgment is required to analyze, interpret and adapt prior experience, and to be innovative. The Technical Advisor exercises substantial independent judgment in planning, managing, monitoring and evaluating program activities, in reporting results, and in other important aspects of the position. The work involves many different, complex, and interrelated processes. The political environment requires a high degree of sensitivity and diplomacy in establishing dialogue and developing interventions to encourage improved Health programs in a sustainable manner. The position requires managing for results in collaboration with a wide range of Zambian government organizations, training institutions, NGOs, FBOs, CBOs, international PVOs, and other international organizations.

**D. Authority to Make Commitments:** The incumbent will have no independent authority to commit funds on behalf of the U.S. Government or USAID/Zambia.

**E. Nature, Level, and Purpose of Contacts:** The Technical Advisor provides professional technical leadership, advice, and guidance that is vital to the achievement of PEPFAR, PMI, SMGL, FTF, and GHI goals and targets in Zambia. S/he is a team and implementing partner resource for HIV and other health expertise. S/he provides expert technical advice and guidance to U.S. Government Foreign Service National (FSN) staff, who manage implementing partners whose primary activities are within the province, as well as managing other multi-activity cooperative agreements as assigned.

**F. Available Guidelines:** Available administrative guidelines establish a broad pattern of operation that requires frequent need to exercise judgment and interpretation, and provides an opportunity

for initiative and innovation. Relevant guidelines include the USAID Automated Directives System (ADS), PEPFAR, and PMI guidelines, Country Operational Plans, Malaria Operational Plans, Health Investment Plan, Country Development Cooperation Strategy, National Health Strategic Plan, Mission Orders and other directives.

**G. Time Requirement to Perform Full Range of Duties: One Year**

**TERMS OF APPOINTMENT:**

Subject to availability of funds, this will be a five-year contract, with an option to extend, depending upon continuing need of the services.

**BENEFITS:**

The position has been classified at a FSN-I I levels. The actual salary of the successful candidate will be negotiated within that range depending on qualifications and previous earnings history.

**APPLYING:**

Qualified candidates should send:

1. A formal application letter or cover letter;
2. A current CV;
3. Photocopies of all professional certificates and degrees;
4. A fully complete application form DS-174 (available online at <http://www.state.gov/documents/organization/136408.pdf>); and
5. Contact information for at least three professional references.

The complete position description listing all duties and responsibilities is available on USAID/Zambia website: <http://www.usaid.gov/zambia/careers>.

**SUBMIT ALL APPLICATION MATERIALS TO:**

**[EXOZambiaHR@usaid.gov](mailto:EXOZambiaHR@usaid.gov)** (E-mailed applications required.)

The email subject heading **must** read:

**Application: Technical Advisor – Kabwe, AID-013-16**

**Only short listed candidates will be contacted.**